

# Windows XP Step 1

## Guidelines for Users of ACS Windows XP PC Labs

### Where to Find Windows PC Labs

Popular locations include: Galbraith Hall CLICS, Geisel Library basement, Geisel S&E Library. Other locations may be found on-line. See <http://acs.ucsd.edu/instructional>

### Logging On and Off



Log on using your personal (UCSD e-mail) username and password.

#### IMPORTANT:

- Enter no more than the first eight (8) characters of your password.
- If you see the domain selector, keep it set at “Log on to: AD”.
- If you do not have your username or password, please refer to the back of this page.



#### Remember to Log Off!

Please remember to “Log Off” when you’re done to protect your files and your printing account’s money. Log off by clicking the orange button with the key icon on the Start menu (“Start” button is at the lower left corner of your screen).

### Using the Computer



Use the **START** menu, lower left, to find application programs. Web browsers such as Internet Explorer and Netscape Navigator are in the communications folder.



**Saving files in the “My Documents” folder.** You can save your work here (up to 20 Megabytes) and safely log off knowing that it will be there the next time you log on to a XP computer in any ACS lab. If you want to access your documents from home, you may use one of the options described below, but always keep a backup copy of your files.

**CAUTION: Avoid leaving files on the desktop.** It is better to use the “My Documents” folder. Files left on the desktop can interfere with logging out and cause slowness logging on.



The **“Class Resources”** folder on your desktop contains **links** to other ACS servers where you have additional storage space. This folder is updated as you add or drop classes and you may use the links to access class and personal files and directories. You may also access these files and directories using applications like SSH or FTP from home or off-campus.

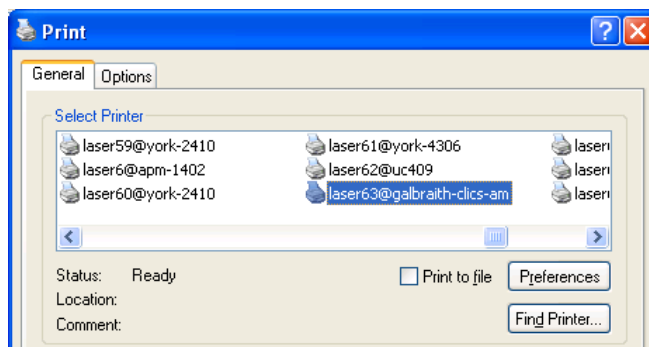


**Use 3.5 in. Floppies, SuperDisks, & ZIP Disks or USB thumbdrives to transfer files.** Floppy disks have a high failure rate and are not recommended. Please note that only some labs have computers with accessible USB ports for thumbdrives.



**Standard black-and-white laser printing** costs \$0.05 per page and requires a Laser Printing Account which you must set up. See <http://acs.ucsd.edu/print>

Each ACS printer is labeled with its unique name. To print from most applications, select File, then Print. You must then select a printer in the “Print” window that matches the label on the actual printer:



#### Additional Printing Information

For information about checking printer queues, large format printing (cplot), the amount of money in your laser account, and other topics, please visit: <http://acs.ucsd.edu/print/>

## **If you do not have your account information**

You can find everything you need by following the **Quicklink** to "Student Account Tools" from the ACS homepage:

<http://acs.ucsd.edu>

Public access machines not managed by ACS are available in the following locations:

- Geisel Library
- CLICS
- PC Ballroom Lobby
- PC Food Court (by Espresso Roma)

Student Account tools will help you:

- Look up your ACS account name
- Set a password for your account  
(You'll need your four-digit TritonLink PAC code)
- Register for an account, using ACSREG, if you don't already have one (not required for undergraduate students)

If you reset your password and still have trouble logging on, contact ACS Account Services (see below) or speak with an ACS "Zebra" (see next column).

## **Getting Help**

### **On-line Help**

Help is available via the ACS homepage:

<http://acs.ucsd.edu>

### **Human Help (Zebras)**

Student consultants, known as "Zebras," are available to assist all UCSD students with logging on, printing, and e-mail.



Zebras work many afternoons and evenings, answering general computing questions that aren't directly related to classwork. See the signs posted in each lab for their hours and locations. For an on-line schedule of Zebra hours, please visit:

<http://acs.ucsd.edu/perspectives/zebras.php>

You may also contact Zebras via e-mail at:

[zebras@ucsd.edu](mailto:zebras@ucsd.edu)

## **Contacting Academic Computing Services**



### **ACS Account Services**

Hours: Monday-Friday 8:00am - 4:30pm

Office: Applied Physics & Mathematics Building  
Room 1313 (AP&M)

Phone: (858) 534-3227 or extension 43227 (on campus)

E-mail: [acs-consult@ucsd.edu](mailto:acs-consult@ucsd.edu)

### **24 Hour Trouble Report Line**

(858) 534-3ACS or extension 43ACS (on-campus)

Please call this number if you are having trouble with the equipment or you need supplies (e.g. printer paper).

Please be sure to leave a message!